

ARTICLE XV

BOARDS AND COMMISSION POLICIES: VACANCIES, ATTENDANCE, QUORUMS AND MINUTES

Section 1. Purpose. The purpose of this policy is to specify guidelines regarding Boards and Commissions (hereinafter referred to as "Boards") on the matters of filling vacancies, attendance, quorums and minutes. This policy applies to all Charter and non-Charter advisory boards, except for the Private Industry Council.

Section 2. Filling Vacancies

- Subd. 1. Vacancies for Boards most often occur when terms expire at the conclusion of the fiscal year. They also occur from time-to-time as Board members resign prior to the end of their terms.
- Subd. 2. Volunteer Program staff conducts an annual recruitment campaign aimed at recruiting applicants to fill vacant seats on Boards. The process is timed such that appointments can be made to seat newly-appointed members in July of each year. A Report to Council is prepared annually to review the recruitment process and establish deadlines and interview dates.
- Subd. 3. Volunteer Program staff also conducts a recruitment campaign in mid-fiscal year, aimed at filling vacancies that occur as the year progresses. This process is timed such that appointments can be made in January of each year such that new Board members can be seated by the February meeting.
- Subd. 4. Whenever a vacancy occurs, Council also has the option of requesting Volunteer Program staff to perform a limited recruitment to fill the vacancy(s). This typically is done only when the size of the Board is reduced through vacancies to a number that jeopardizes the effectiveness of the Board.
- Subd. 5. In conducting every recruitment for Board members, staff is guided by the following principles:
 - a) All recruitments for Board members are open, and shall be publicly noticed.
 - b) Applicants will be sought from all segments of the community, representing various interests and groups.
 - c) All applicants will be required to complete a standard application forms and file the application with the Volunteer Program.

- Subd. 11. Board staff are also responsible for orienting new Boardmembers to their respective roles. New Boardmembers shall be, at a minimum, provided with information about: bylaws; meeting times; protocols; relationship to staff; key issues; areas of responsibilities; budget; General Plan Elements/Sub-elements; current workplan; and on-going responsibilities.

Section 3. Attendance Policies

- Subd. 1. Boardmembers are expected to attend all meetings of their respective boards.
- Subd. 2. Staff to Boards shall submit quarterly attendance records to the Volunteer Office on the forms provided by the Volunteer Office. The Volunteer Program will cumulate attendance records and prepare a summary report on attendance on a quarterly basis. Each report will be placed on the Council agenda as an information item, though Council may act on the item if it chooses. Attendance issues will be highlighted by staff.
- Subd. 3. Boardmembers with three consecutive "unexcused" regularly-scheduled meeting absences will be automatically removed from their respective boards by Council. For Charter boards, this requirement is mandatory, and it is Council policy for the other non-charter boards. When this attendance standard is not met by Boardmembers, and after the facts have been verified, the Volunteer Program Manager will immediately prepare a report to Council recommending the Council declare the seat "vacant." Upon Council action, the seat may be filled.
- Subd. 4. "Unexcused absence" is defined as any absence from a regularly-scheduled meeting of the Board, except when the Board formally excuses the Boardmember from the meeting as documented in the minutes.
- Subd. 5. Board staff shall monitor attendance. Though Boardmembers are expected to attend all meetings, as a general rule attendance will be considered substandard if the Boardmember's attendance of regularly-scheduled meetings is below 75%, whether excused or unexcused and/or a Boardmember has two consecutive unexcused absences. When substandard attendance problems are identified, the Mayor may send letters on behalf of Council to note the attendance problem and ask for improved attendance advising the Boardmember of the Charter/Council policy on consecutive absences. Staff to the Board shall review the circumstances and alert the Volunteer Program Manager when attendance issues are verified. In appropriate circumstances, the Volunteer Program Manager shall prepare the letter for the Mayor's signature.
- Subd. 7. Boardmembers are appointed to fulfill specific terms (usually 4 years) and are expected to complete their terms if possible. Early resignations diminish the effectiveness of the Boards and are costly